

USAEC



Army EMS Reporting Guidance For Fiscal Years 2006-2008

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Introduction

Purpose:

The purpose of this document is to provide Army appropriate facilities with all information needed to report the new Fiscal Year (FY) 2006 to 2008 Environmental Management System (EMS) metrics. For each of the new metrics, we provide guidance on the use of the Army Environmental Database – Environmental Quality (AEDB-EQ), definitions of terms, and a review of existing Army policy relevant to this metric.

Reporting Requirement:

On 22 September 2006, the Office of the Secretary of Defense (OSD) formally established new EMS metrics for the fiscal years 2006 to 2008 and tasked the services to begin reporting their progress. These new metrics were based on metrics developed by the Federal EMS workgroup. The Army modified these metrics to incorporate Army EMS policy and provide a clearer understanding of what needs to be done. Unless directed otherwise by the Assistant Chief of Staff for Installation Management (ACSIM), the Army will use only AEDB-EQ to report these new metrics. Specific requirements will be provided in AEDB-EQ datacall memos.

References:

Executive Order (EO) 13148: “Greening the Government Through Leadership in Environmental Management” required that all appropriate facilities¹ have an Environmental Management System (EMS) in-place by 31 December 2005.

Original Department of Defense (DoD) EMS metrics: Having an EMS “in-place”, for purposes of EO 13148, was defined by the original six (6) Department of Defense (DoD) EMS metrics with Army policy² requiring full conformance to the International Organization for Standardization (ISO) 14001 standard by FY 2009. The original six DoD EMS metrics, intended to demonstrate compliance with the EO 13148 requirement, were not adopted by all federal agencies. As a result, there has been a wide variance of EMS implementation success within the federal government, ranging from minimal success to full ISO 14001 conformance.

Federal and DoD EMS Metrics: The Office of the Federal Environmental Executive (OFEE) has subsequently worked with all federal agencies through the Federal EMS workgroup to develop new EMS metrics for the entire federal government to continue to track federal facilities’ EMS implementation efforts. DoD has adopted the Federal EMS workgroup metrics. The new metrics continue to measure progress in EMS implementation at all appropriate facilities. They also support the Army’s EMS policy.

¹ Appropriate Facility is defined by inclusion on the Army EMS Appropriate Facility list. This list can be found at www.sustainability.us.army.mil

² Memorandum for Assistant Chief of Staff for Installation Management, from Raymond J. Fatz, Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health), OASA (I&E), Subject: *Army Environmental Management System*, 13 July 2001.

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Army EMS Metrics: The eight Army metrics were developed to reflect the Army's EMS policy, while using the Federal/DoD EMS metrics as the starting point. All of the metrics must be installation-wide in scope and focus on enhancing mission accomplishment, where appropriate.

General Guidance:

- Some additional requirements above and beyond ISO 14001 must be adopted by appropriate facilities as a result of the Federal/DoD metrics. For example, although ISO 14001 does not establish a defined frequency for reviewing or updating procedures, the Federal/DoD metrics establish an annual review requirement for several of the metrics. Appropriate facilities must incorporate these requirements into their procedures and ensure that the requirements are followed.
- It is important to note that these metrics represent only a portion of all ISO 14001 elements and that the achievement of Metrics 1 through 7 does not necessarily indicate full conformance to the ISO 14001 standard (Metric 8). Many of these metrics require other elements of ISO 14001 to be implemented in order to function properly.
- The most current edition of the ISO 14001 standard [currently 2004(e)] must be implemented. Installations that have implemented ISO 14001 1996(e) must begin to transition to the most current edition, achieving full conformance to the current edition by 30 September 2009.
- Although some metrics are not required to be completed until 2007 or 2008, installations must still report their status on each of the metrics for the reporting period in question.
- Some metrics rely on specific ISO requirements that may be too voluminous to include in the metric or the AEDB-EQ question. Installation users may need to refer to the standard to accurately answer the AEDB-EQ questions.

For Further Information:

AEDB-EQ Help Text: Much of this guidance document will be included in the AEDB-EQ Help text and will be available in the AEDB-EQ application.

The *U.S. Army Environmental Management Systems Implementers Guide* should be used for additional guidance on implementing an EMS at all Army appropriate facilities. It can be found online at http://www.sustainability.army.mil/tools/programtools_emsIG.cfm.

ISO 14001: 2004: The ISO standard is available on the Defense Environmental Network Information eXchange (DENIX) at https://www.denix.osd.mil/denix/DOD/Library/EMS/ISO14001_2004.pdf; you will need a DENIX password to access this site.

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EMS Survey 1 – EMS Scorecard Metrics

Metric 1 - Environmental Aspects

Not Later Than (NLT) 31 March 07. Annually review previously identified significant aspects; re-evaluate them and update as necessary in accordance with ISO 14001, § 4.3.1 *Environmental Aspects*, and the installation's EMS aspects procedure.

Question in AEDB-EQ

(1) Have previously identified significant aspects been reviewed, re-evaluated and updated, as necessary, during the reporting year?

Possible Answers

- ☐ Yes
- ☐ No. Significant aspects have never been identified.
- ☐ No. Significant aspects were identified or reviewed, but an established procedure was not used.
- ☐ No. Significant aspects were reviewed using existing procedures, but new activities or changes to installation operations have not been re-evaluated.

Note: *If review of the previously identified significant aspects did not require re-evaluation or updating the installation's significant aspects list (i.e., the list accurately reflects installation current operations, processes have not changed, and new activities have not been added), then answer "Yes."*

Army EMS Policy and Guidance: Prior Department of the Army (DA) EMS implementation metrics required the development of a prioritized list of environmental aspects NLT 30 March 2005. This new metric requires installations to review their environmental aspects on an annual basis, re-evaluate them and update as necessary. Installations must also review and update their EMS procedures, as necessary, to identify and rate environmental aspects as part of the annual update requirements of this metric.

Definitions: For purposes of this metric, the following definitions should be used to determine your installation's status:

Review – The installation's existing list of environmental aspects is assessed to determine if they continue to reflect current installation operations. Based on this review, re-evaluation or updates may be necessary.

Re-evaluate – After review of the installation's existing list of aspects, it may be necessary to re-evaluate significance scoring for some activities or operations (i.e., when there is a change to an existing process or a new process/service is implemented on the installation). This re-evaluation may or may not result in the need to update the prioritized list of aspects.

Update – If a new activity or operation is identified or re-evaluation of existing operations changes the significance scoring, it may be necessary to update the installation's list of significant aspects to reflect the changes. This may result in a revised prioritized list of environmental aspects.

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AEDB-EQ Reporting Guidance:

Select the answer that best fits your installations for the reporting period. You must select one. If you believe none of the answers accurately represent your installation's status, please provide an explanation in Question 11.

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Metric 2 - Objectives, Targets and Programs

NLT 31 March 07. Establish, implement and maintain measurable, mission-focused objectives, targets and programs; review them annually; and update as appropriate, in accordance with ISO 14001, § 4.3.3 *Objectives, Targets and Programs*.

Question in AEDB-EQ

(2) Have measurable environmental objectives, targets and programs (with assigned responsibilities, means and timeframes for achieving them) been established, reviewed, and updated as appropriate with greater than 80% of the targets on schedule during the reporting year?

Possible Answers

- ☐ Yes
- ☐ No. Measurable objectives and targets have not been identified.
- ☐ No. Measurable objectives and targets have been identified, but programs (with assigned responsibilities and timeframes for achieving them) have not been developed.
- ☐ No. Measurable objectives and targets have been identified, reviewed and updated; programs have been established and 0-49% of targets are on schedule.
- ☐ No. Measurable objectives and targets have been identified, reviewed and updated; programs have been established and 50%-79% of targets are on schedule.

Army EMS Policy and Guidance: An objective is an overall environmental goal that an organization sets for itself (i.e., enhance/sustain quality training habitats that are also functional ecosystems). A target is a “detailed performance requirement that arises from the environmental objectives in order to achieve those objectives.” In other words, targets are the intermediate milestones that need to be achieved in order to meet the overall objective. Targets should be specific and measurable, where practicable. While not all significant aspects require the development of objectives and targets, they must be considered when establishing objectives and targets. By creating targets that are specific and measurable, installations will be able to determine the number and percentage of targets that are on schedule. Review of objectives/targets and programs should determine the need to adjust targets. Installations will be able to evaluate targets through monitoring and measurement and internal EMS audits. Results should be reported during the management review meetings to ensure leadership is aware of any progress or issues encountered that may not allow the installation to achieve a target.

Installations are not prohibited from establishing objectives and targets that are not directly related to a significant environmental aspect. At a minimum, installation objectives and targets must be consistent with the installation’s environmental policy, including commitments to pollution prevention (P2) and compliance with legal and other requirements (including Army Policies). Army EMS Policy states that installations will have a mission-focused EMS; therefore, objectives and targets should support and enhance mission accomplishment. At the highest level, they should work towards achieving the long term sustainability of the installation (See

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U.S. Army Environmental Management Systems Implementers Guide, Step 20 for additional guidance).

Environmental Management Programs (or action plans) explain how each target will be achieved, including timeframes, responsibilities, specific steps and milestones. Many of your installation management plans (Hazardous Waste (HW), P2, Spill Prevention Control and Countermeasures Plan (SPCCP), etc.) address your significant aspects and provide information on how you will manage the programs for these significant aspects. They should be used as the foundation for developing environmental management programs that are conformant with ISO 14001 (See *U.S. Army Environmental Management Systems Implementers Guide*, Step 21 for additional guidance).

Definitions: For purposes of this metric, the following definitions should be used to determine your installation's status:

[On schedule](#) – The likelihood that a target will be accomplished by the designated date. For targets that have a completion date that is relatively far in the future, accomplishment of specific supporting tasks should be used to determine if it is on schedule.

AEDB-EQ Reporting Guidance:

Select the answer that best fits your installation for the reporting period. You must select one. If you believe none of the answers accurately represent your installation's status, please provide an explanation in Question 11. Installations should determine the percentage of targets that are on schedule to be achieved. To determine the percentage divide the number of targets that are on schedule by the total number of targets and multiply by 100.

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Metric 3 - EMS Audit Procedures

NLT 31 March 07. Establish, implement and maintain EMS audit procedures and conduct an internal audit annually in accordance with ISO 14001, § 4.5.5 *Internal Audit* and the installation's internal audit procedure. Nonconformities discovered during the audit will be addressed and corrected in accordance with ISO 14001, § 4.5.3 *Nonconformity, corrective action and preventive action* and the installation's procedure for correcting nonconformance.

Question in AEDB-EQ

(3) Have EMS audit procedures been established? Has an internal audit been conducted, and have nonconformities been addressed or corrected during the reporting year? Enter the date of your most recent internal EMS audit in Question 10 below.

Possible Answers

- ☐ Yes
- ☐ No. An EMS audit procedure has not been established.
- ☐ No. An EMS audit procedure has been established but an internal audit was not conducted.
- ☐ No. An EMS audit procedure has been established, an internal audit was conducted, but not all nonconformities have not been addressed or corrected.

Note: For purposes of this metric, the term "addressed or corrected" means steps were taken to avoid the recurrence of an actual or potential nonconformance, to include on the spot corrections or formal plans.

Army EMS Policy and Guidance: Audit procedures must include: determination of audit scope, frequency and methods for the audit, as well as responsibilities and requirements for planning and conducting the audit, reporting results and retaining records. There is a common misconception that EMS audits cannot be conducted until the entire system is in place; however, installations must begin to audit those portions of the standard that are currently in place. As additional elements are implemented, the scope of the audit will expand to include those newly implemented portions of the ISO standard (See *U.S. Army Environmental Management Systems Implementers Guide*, Step 29 and the US Army Self Declaration Protocol for additional guidance).

In addition to EMS audit procedures, this metric also requires installations to develop a procedure for nonconformity, corrective action and preventive action. The EMS internal audit may uncover instances of nonconformance with the ISO 14001 standard or identify actions that should be taken to address potential future nonconformities. In these cases, the installation should follow its procedure for addressing nonconformities, corrective and preventive actions (See *U.S. Army Environmental Management Systems Implementers Guide*, Step 28 and the US Army Self Declaration Protocol for additional guidance).

Definitions: For purposes of this metric, the following definitions should be used to determine your installation's status:

[Nonconformity](#) – A non-fulfillment of a requirement.

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[Addressed or corrected](#) – Steps taken to avoid the recurrence of an actual or potential nonconformance, to include “on the spot” corrections or formal plans.

AEDB-EQ Reporting Guidance:

Select the answer that best fits your installation for the reporting period. You must select one. If you believe none of the answers accurately represent your installation’s status, please provide an explanation in Question 11.

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Metric 4 - Management Review

NLT 31 March 07. Annually conduct at least one documented review of the EMS with senior leadership. The management review will include recommendations for continual improvement and be performed in accordance with ISO 14001, § 4.6 *Management Review* and the installation's procedure for conducting management reviews.

Question in AEDB-EQ

(4) Has a documented management review of the EMS, to include recommendations for continual improvement, been conducted with senior leadership during the reporting year?

Possible Answers

- ☐ Yes
- ☐ No. A Senior leadership review of the EMS was not planned, scheduled or conducted.
- ☐ No. A Senior leadership review of the EMS was planned or scheduled, but not conducted.
- ☐ No. A Senior leadership review of the EMS was conducted, but recommendations for continual improvement were not addressed.

Army EMS Policy and Guidance: Management reviews are a key component of continual improvement and serve to ensure that the EMS continues to meet an installation's needs over time. Management reviews can be conducted in conjunction with other meetings, such as strategic planning or Environmental Quality Control Committee (EQCC) meetings, or can be a stand alone EMS management review meeting. Senior leadership in this context refers to the Garrison Commander, Installation Commander (IC), Adjutant General (AG), or their deputies or appointed representatives³. Management reviews should assess both positive and negative EMS internal audit findings, corrective and preventive actions, and all other requirements found in ISO 14001, § 4.6 *Management Review*. The review should focus on the installation's progress in implementing the EMS, identify any barriers encountered, and make recommendations for continual improvement. Records of management reviews (i.e., meeting minutes showing topics discussed) must be retained in accordance with (IAW) the installation's Control of Records requirements (See *U.S. Army Environmental Management Systems Implementers Guide*, Step 30 for additional guidance).

Definitions: For purposes of this metric, the following definitions should be used to determine your installation's status:

Senior Leadership – The Garrison Commander, Installation Commander or Adjutant General or their designated representatives that are capable of making decisions for the installation and its resources.

Planned or scheduled – A meeting was coordinated in which senior leadership will attend; a firm date has been established and installation's senior leadership is committed to attend.

³ Individuals designated by the Garrison Commander, IC, AG to make decisions for the installation and its resources.

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Conducted – The EMS management review meeting took place with the installation's senior leadership present.

AEDB-EQ Reporting Guidance:

Select the answer that best fits your installation for the reporting period. You must select one. If you believe none of the answers accurately represent your installation's status, please provide an explanation in Question 11.

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Metric 5 - Contractors, Suppliers and Tenants

NLT 31 March 2008. Establish a procedure to identify appropriate contracts and integrate EMS requirements in accordance with ISO 14001, § 4.4.6 *Operational Control*. Contracts will stipulate defined EMS roles and responsibilities of contractors, suppliers and tenants. Verify that contractors, suppliers and tenants are fulfilling their defined roles and responsibilities. For purposes of this metric, contracts include Installation Support Agreements with tenants.

Question in AEDB-EQ

(5) Has a procedure been established to identify contracts in which to include EMS requirements; have EMS requirements been incorporated into all appropriate contracts; and are contractors and tenants fulfilling their specified roles and responsibilities during the reporting year?

Possible Answers

- ☐ Yes
- ☐ No. A procedure to identify appropriate contracts in which to include EMS requirements has not been established.
- ☐ No. A procedure to identify appropriate contracts in which to include EMS requirements has been established, but appropriate contracts have not been modified accordingly.
- ☐ No. A procedure to identify appropriate contracts in which to include EMS requirements has been established; appropriate contracts that are new or being renewed are being written to include EMS requirements and defined roles and responsibilities.

Note: *Although this question is asking you to report your installation's progress for the reporting period, this metric does not have to be completed until 31 March 2008.*

Army EMS Policy and Guidance: The 2004 version of the ISO standard added the words "working for or *on behalf of* the organization" to the scope of the EMS. Therefore any contractors/suppliers who could have an impact on the environment must be included in the installation's EMS. Additionally, it is Army EMS Policy that each installation on the appropriate facility list will implement an installation-wide EMS that is inclusive of all installation missions, sub-installations, facilities, tenants, contractors, activities, products and services. If the installation determines that its environmental responsibilities or liabilities are limited for non-governmental tenants leasing space, they may choose to exempt them from its EMS. Government tenants must be included in an installation's EMS to meet the DA EMS policy of a fence-line to fence-line EMS.

To complete this metric successfully and answer "Yes" in AEDB-EQ, installations must: 1) develop a procedure to identify appropriate contracts including all Installation Support Agreements with government tenants, 2) incorporate EMS requirements into all new and renewed appropriate contracts, and 3) verify that contractors and tenants are fulfilling their defined roles and responsibilities. When determining what is or is not an appropriate contract, an installation should consider the things such as likelihood that the contractor or tenant will contribute to an identified significant aspect, the mission of the contractor or tenant organization

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performing the work, and the duration of the contract. Installations should clearly define what an appropriate contract is in the procedure and include a mechanism for determining conformance into their EMS internal audit procedures. Roles and responsibilities must be identified for contractors and tenants and may include responsibilities such as assigning a person to the installation Cross Functional Team or notification requirements when a process is changed or introduced, ensuring communications with the installation EMS Management Representative are maintained, identification and delivery of EMS awareness and competency training, etc.

Installations that are having difficulty gaining support and participation from tenant organizations should notify ACSIM through their appropriate chain of command in order to facilitate proper resolution of the issues.

Definitions: For purposes of this metric, the following definitions should be used to determine your installation's status:

[Appropriate contract](#) – Contracts determined by the installation to contribute to its identified significant aspects or whose work has the potential to cause a significant impact to the environment.

AEDB-EQ Reporting Guidance:

Select the answer that best fits your installation for the reporting period. You must select one. If you believe none of the answers accurately represent your installation's status, please provide an explanation in Question 11.

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Metric 6 - Environmental Training

NLT 30 June 2008. Establish, implement and maintain a procedure to identify training requirements and provide competence training to those individuals performing tasks for, or on behalf of, the installation that have the potential to cause a significant environmental impact and retain all associated training records. Training will be developed in accordance with ISO 14001, § 4.4.2 *Competence, Training and Awareness* and the installation's training procedure.

Question in AEDB-EQ

(6) Has a procedure been developed to identify those individuals (including contractors, suppliers and tenants) performing tasks that have the potential to cause a significant environmental impact and have those individuals received competence training that has been documented during the reporting year?

Possible Answers

- ☐ Yes
- ☐ No. A procedure to identify competence training requirements was not developed; personnel requiring competence training have not been identified.
- ☐ No. A procedure to identify competence training requirements has been developed; but training has not been conducted.
- ☐ No. A procedure to identify competence training requirements has been developed; but not all individuals requiring competency training have received it.

Note: *Although this question is asking you to report your installation's progress for the period, this metric does not have to be completed until 30 June 2008.*

Army EMS Policy and Guidance: For purposes of this metric, contractors, suppliers and tenants that work for, or on behalf of, the installation must be included in the determination of competence training needs. Contracts may stipulate that contractors must provide competence training to their staff, but the installation must identify these situations in their training procedure and be able to obtain any associated records. Competence-based training must be relevant to specific work activities. The level of training required may also vary according to the responsibilities assigned to the identified personnel. The installation likely has already established training requirements for employees. These requirements should be cross-walked with the installation's identified significant aspects to ensure that all personnel whose work may cause a significant environmental impact are trained, competent, and fully understand the consequences of deviating from established operational control procedures. Competence training does not always have to take place in a classroom. On-the-job training, brownbag sessions, and computer-based training are good alternatives. Records of training must be maintained IAW ISO 14001, § 4.5.4, *Control of Records* in order to verify that appropriate personnel have received it (See *U.S. Army Environmental Management Systems Implementers Guide*, Step 24 for additional guidance).

Definitions: For purposes of this metric, the following definitions should be used to determine your installation's status:

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Competence training – Training provided to individuals performing tasks that have the potential to cause significant environmental impact(s) ensures they are aware of the significant aspects related to their job and the benefits of improved personal performance, their roles and responsibilities and the potential consequences of deviating from operational control procedures or standard operating procedures (SOPs).

AEDB-EQ Reporting Guidance:

Select the answer that best fits your installation for the reporting period. You must select one. If you believe none of the answers accurately represent your installation's status, please provide an explanation in Question 11.

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Metric 7 - Operational Controls

NLT 31 December 2008. Establish, implement and maintain documented operational controls in accordance with ISO 14001, § 4.4.6 *Operational Controls* to address significant aspects consistent with the installation's environmental policy and objectives and targets. Review them annually and update as appropriate.

Question in AEDB-EQ

(7) Have documented operational controls associated with the installation's significant aspects been established, implemented and maintained during the reporting year?

Possible Answers

- ☐ Yes.
- ☐ No. Documented operational controls associated with significant aspects have not been established.
- ☐ No. Documented operational controls associated with significant aspects have been established, but only partially implemented.
- ☐ No. Documented operational controls associated with significant aspects have been established and fully implemented, but not reviewed during the reporting year.

Note: Although this question is asking you to report your installation's progress for the period, this metric does not have to be completed until 31 December 2008.

Army EMS Policy and Guidance: ISO 14001 operational controls are essentially equivalent to the Army's SOPs or work practice instructions. Installations should already have operational controls for most operations or mission activities that can have a significant impact on the environment. All significant aspects must have associated operational controls when their absence could lead to deviation from the environmental policy and objectives and targets. Operational controls should: be easy for personnel to understand, enable personnel to comply with the environmental policy and achieve environmental targets and objectives, and be periodically reviewed and updated as necessary. As significant aspects are updated, it may be necessary to develop additional operational controls to address those newly identified significant aspects (See *U.S. Army Environmental Management Systems Implementers Guide*, Step 21 for additional guidance).

Definitions: For purposes of this metric, the following definitions should be used to determine your installation's status:

Operational Controls – Mechanisms (technological or administrative) used to maintain a desired level of environmental performance. Operational Controls are applied to activities, products and services to prevent or mitigate the environmental aspect they exhibit from occurring. Examples of operational controls include those built into technology (e.g., motion sensors, sleep mode for electronics, etc.), those requiring operator intervention (e.g., manual valve opening, electronic documents, etc.), and those that are incorporated in SOPs (e.g., procedure for storage and disposal of hazardous waste).

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AEDB-EQ Reporting Guidance:

Select the answer that best fits your installation for the reporting period. You must select one. If you believe none of the answers accurately represent your installation's status, please provide an explanation in Question 11.

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Metric 8 - Mission-Focused, Installation-Wide and ISO 14001-Conformant EMS

NLT 30 September 09. Establish, implement and maintain a mission-focused, installation-wide, ISO 14001 conformant EMS.

Question in AEDB-EQ

(8) Has a mission-focused, installation-wide ISO 14001 conformant EMS been established, implemented and maintained during the period?

Possible Answers

- ☐ Yes. Conformance with Army policy has been verified through an internal EMS audit.
- ☐ Yes. Conformance with Army policy has been verified through a second party audit, e.g., an audit by another Army agency such as US Army Center For Health Promotion and Preventative Medicine (CHPPM).
- ☐ Yes. Conformance with ISO 14001 and Army policy has been verified by a third party registrar.
- ☐ No. Conformance with ISO 14001 has been verified for a portion of the installation, e.g., the Directorate of Public Works (DPW), but it is not installation-wide.
- ☐ No. The installation has completed greater than 50% of the requirements.
- ☐ No. The installation has completed less than 50% of the requirements

Note: *Although this question is asking you to report your installation's progress for the reporting period, this metric does not have to be completed until 30 September 2009.*

Army EMS Policy and Guidance: Once implementation is completed, EMS responsibilities continue, but primarily at the operational or functional process level. If the EMS has been properly designed and implemented, most day-to-day EMS activities become part of how the installation conducts its business, as opposed to a special separate program. An EMS must be continually updated to address changes in mission, environmental aspects and impacts, legal and other requirements, roles and responsibilities, and training requirements. Audits and periodic reviews of EMS procedures and documentation identify areas for improvement.

Definitions: For purposes of this metric, the following definitions should be used to determine your installation's status:

Mission-focused – An EMS that supports and sustains the installation's mission by identifying and incorporating mission priorities into the EMS. The resulting EMS helps to identify, manage and mitigate the environmental impacts associated with mission related activities.

Installation-wide – An EMS that is inclusive of all installation missions, sub-installations, facilities, tenants, contractors, activities, products and services. If the installation determines

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that its environmental responsibilities or liabilities are limited for non-governmental tenants leasing space, they may choose to exempt them for the EMS.

ISO 14001 Conformant – An EMS that has been evaluated through internal or external assessments or audits to successfully meet the requirements of the ISO 14001 standard, Army EMS Policy and the installations own internal EMS procedures. This includes the ability of the system to identify and correct nonconformances and continually improve its environmental performance.

AEDB-EQ Reporting Guidance:

Select the answer that best fits your installation for the reporting period. You must select one. If you believe none of the answers accurately represent your installation's status, please provide an explanation in Question 11.

When determining what percentage of requirements for a mission-focused, installation-wide, ISO 14001-conformant EMS have been completed, installations should consider what percentage of the elements of the ISO 14001 standard have been fully implemented and maintained. There are 17 elements within the standard (e.g., § 4.2 Environmental Policy). If you have completed 10 of the 17 elements, you have completed 59% of the requirements.

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Additional Questions in AEDB-EQ

While not part of the scorecard metrics, the following questions are included in the AEDB-EQ EMS Scorecard Survey to meet other related requirements. Question 9 is required for the semiannual report of appropriate facility status to DoD. Question 10 is required for Metric 3. Question 11 provides installations the opportunity to clarify their previous metric responses. Question 12 allows installations to identify which ISO 14001 elements have been implemented, helping your Headquarters and the US Army Environmental Command (USAEC) determine the number of EMS auditors required your next EPAS audit.

Question 9 in AEDB-EQ

(9) Does your installation maintain membership in a Federal or State EMS incentive program?

Possible Answers

- ☐ Yes. Membership is in EPA's performance track.
- ☐ Yes. Membership is in a state EMS incentive program.
- ☐ No. the state does not offer an EMS incentive program.
- ☐ No

Army EMS Policy and Guidance: This question is used to report Army Appropriate Facilities EMS Implementation status, which must be reported twice annually to DoD. The U.S. Environmental Protection Agency (EPA) and state environmental agencies frequently offer regulatory and non-regulatory incentives to encourage participation in non-mandatory programs and initiatives that serve some declared public policy. Although EO 13148 requires federal agencies to implement an EMS at "appropriate" facilities; at this time there are no other federal or state statutes or rules that establish an enforceable requirement to implement an EMS. Nonetheless, implementation of an EMS is becoming increasingly recognized by federal and state agencies as a key indicator of a facility's commitment and ability to satisfy regulatory requirements. As a result, a variety of incentive programs have been instituted in recent years to encourage and reward EMS implementation. The Army would like to determine which installations are taking part in these incentives programs, and hear about any success stories or issues with participating in these types of programs. If the installation is a member of both the EPA Performance Track and their state's EMS incentive program, please select both. USAEC researched the state and Federal EMS incentives programs and developed a report entitled *Incentive Programs for Implementing Environmental Management Systems*. It can be found at <http://aec.army.mil/usaec/support/emsincentives.pdf>

AEDB-EQ Reporting Guidance:

Select the answer that best fits your installations for the reporting period. You may select one or both "Membership in EPA's performance Track" and "Membership in a State EMS Incentive Program," or neither by selecting the appropriate "No" option.

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Question 10 in AEDB-EQ

10) Enter the date of your most recent EMS internal audit, if any. (MM/DD/YYYY)

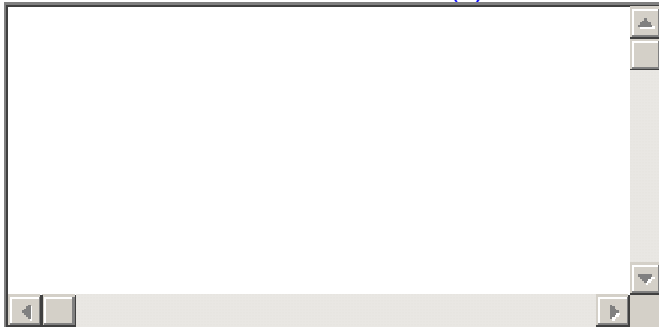
AEDB-EQ Reporting Guidance:

Enter the date of the most recent EMS internal audit as required by DoD. The date must be entered using the MM/DD/YYYY where MM is the two digit month, DD is the two digit day, and YYYY is the four digit year in which it occurred. For example, an audit that occurred on 4 February 2005 should be entered in as 02/04/2005. You should only complete this if your installation has conducted an internal EMS audit.

Army EMS Policy and Guidance: This question is related to question 3 of this survey. See Army EMS Policy and Guidance discussions for Metric 3 EMS Audit Procedures for additional guidance.

Question 11 in AEDB-EQ

11) Please enter, if needed, any explanation or clarification of these metric values. Please associate the statement(s) with the related metric number(s).

A large rectangular text input area with a light gray border. On the right side, there is a vertical scroll bar. At the bottom, there is a horizontal status bar with a small icon on the left and a small icon on the right.

AEDB-EQ Reporting Guidance:

Please enter any information that you feel would help explain your installation's EMS implementation status. Please associate any comments with the metric number. Your comments can be up to 1000 characters in length.

Army EMS Reporting Guidance for Fiscal Years 2006-2008

Question 12 in AEDB-EQ

12) Please select the ISO 14001 Elements that your installation has fully implemented. Choose all that apply by holding down the shift key as you click on them

Policy	<input type="checkbox"/>
Environmental Aspects	<input type="checkbox"/>
Legal and Other Requirements	<input type="checkbox"/>

AEDB-EQ Reporting Guidance:

This question is an optional question that will help with future EMS implementation guidance development and EPAS planning efforts. Please select any elements from the ISO 14001 standard that your installation has implemented. To select multiple elements, hold the shift key while clicking the left mouse button.

Army EMS Reporting Guidance for Fiscal Years 2006-2008

EMS Survey 2 – Survey of EMS Benefits on the Facility and the Environment

QUESTIONS ON ENVIRONMENTAL MANAGEMENT SYSTEM EFFECTIVENESS (SINCE INCEPTION OF THE EMS)

The following will be reported annually:

For each item, please mark the number that best represents your answer:

1 = Not at all
2 = A little bit
3 = Somewhat
4 = Quite a bit
5 = A great deal
NA = Does not apply

For example, if you saw a great reduction in risk to your mission, mark "5." If you saw no reduced risk, mark "1."

Impact of EMS on the Facility:

Please estimate the impact of EMS implementation on your organization with respect to:

1	Reduced risk to facility mission	1	2	3	4	5
2	Improved fiscal efficiency or cost avoidance	1	2	3	4	5
3	Greater understanding of environmental issues at all levels of the organization	1	2	3	4	5
4	Greater empowerment of individuals to contribute to improving the organization's environmental footprint	1	2	3	4	5
5	Greater integration of environment into organizational culture or operations	1	2	3	4	5
6	Greater integration of environment into real property asset management	1	2	3	4	5
7	Improved community relations	1	2	3	4	5
8	Improved effectiveness in overall mission	1	2	3	4	5
9	Improved cooperative conservation with other groups	1	2	3	4	5
10	Other (specify)					

Note: The table above is provided as an example of what will be asked. Actual AEDB-EQ questions will be provided for each area in question with a pull down menu to select the appropriate response, as shown below:

1) Reduced risk to facility mission

Army EMS Policy and Guidance:

This section of the Federal/DoD EMS metrics is trying to determine how EMS implementation positively benefits an installation. When determining if EMS implementation results in performance improvements, you should consider: 1) issues that may not have been previously identified through traditional compliance programs, 2) achievement of the facility's objectives and targets, and 3) employee understanding of environmental issues resulting from EMS awareness and competence training.

Army EMS Reporting Guidance for Fiscal Years 2006-2008

Definitions: The Federal and DoD EMS metrics require the very subjective one through five scoring. The following definitions are offered in an effort to establish some consistency.

Not at all – The EMS had no impact at all on improving the performance in the area being evaluated.

A little Bit – The EMS had only minor impact on improving the performance in the area being evaluated. Improvements scene may be indirectly attributed to EMS implementation.

Somewhat – The EMS had a moderate impact on improving the performance in the area being evaluated. Noticeable improvements have been observed that can be directly or indirectly attributed to EMS implementation.

Quite a Bit – The EMS had a significant impact on improving the performance in the area being evaluated. Significant improvements have been observed that can be directly or indirectly attributed to EMS implementation. If your installation has experienced this level of improvement, please provide additional information in the EMS Experiences survey.

A great deal – The EMS had a vital impact on improving the performance in the area being evaluated. Improvements have been observed that can be directly attributed to EMS implementation and it is highly unlikely that these improvements would have been observed without the EMS. If your installation has experienced this level of improvement, please provide additional information in the EMS Experiences survey.

AEDB-EQ Reporting Guidance:

Select the response the most closely reflects your installation's observed performance in the selected area. If you answer any area as a "4 – Quite a bit", or "5 – A great deal," please elaborate in the EMS Experiences survey.

Impact of EMS on the Environment and Environmental Issues

Please estimate the impact of EMS on your environmental issues to include:

							N/A
1	Improved overall compliance management	1	2	3	4	5	
2	Improved overall personnel health and safety	1	2	3	4	5	
3	Improved overall pollution prevention	1	2	3	4	5	○
4	Improved water quality	1	2	3	4	5	○
5	Improved air quality	1	2	3	4	5	○
6	Improved hazardous material management	1	2	3	4	5	○
7	Improved hazardous waste management	1	2	3	4	5	○
8	Improved solid waste management	1	2	3	4	5	○
9	Improved conservation of natural resources	1	2	3	4	5	○
10	Improved conservation of energy in facilities	1	2	3	4	5	○
11	Improved conservation of fuel in vehicles	1	2	3	4	5	○
12	Improved conservation of water	1	2	3	4	5	○
13	Reduced number of permits needed to operate	1	2	3	4	5	○
14	Other (specify) _____	1	2	3	4	5	

Note: The table above is provided as an example of what will be asked. Actual AEDB-EQ questions will be provided for each area in question with a pull down menu to select the appropriate response, as shown below:

Army EMS Reporting Guidance for Fiscal Years 2006-2008

1) Improved overall compliance management

Army EMS Policy and Guidance:

This section of the Federal/DoD EMS metrics is trying to determine how EMS implementation has positively benefited an installation's: environmental performance. Many of the issues listed can be considered as resulting from actively managing the associated aspect (the achievement or progress in the achievement of objectives and targets, establishment of operational controls etc.). Your facility may have identified significant environmental aspects that are closely related, but not identical, to issues listed here. If your installation has significant aspects that are actively managed by the EMS, determine the appropriate level of improvement made during the reporting period using the scale provided. Choose the listed issue that most closely matches your significant aspect. If your installation has determined that some of these issues listed are not significant for your installation and are not being actively managed by the EMS, it is appropriate to mark N/A.

The issues 1) "Improved overall compliance management", 2) "Improved overall personnel health and safety", and 14) "Reduced number of permits needed to operate" are not usually considered as environmental aspects; however, performance improvements in these areas can be related to improvements made in the other issues listed. If your EMS has lead or contributed to improvements in any of the three areas, please determine the appropriate level of improvement using the scale provided.

Definitions: For purposes of this metric, the following definitions should be used to determine your installation's status:

[Not at all](#) – The EMS had no impact at all on improving the performance in the area being evaluated.

[A little Bit](#) – The EMS had only minor impact on improving the performance in the area being evaluated. Improvements scene may be indirectly attributed to EMS implementation.

[Somewhat](#) – The EMS had a moderate impact on improving the performance in the area being evaluated. Noticeable improvements have been observed that can be directly or indirectly attributed to EMS implementation.

[Quite a Bit](#) – The EMS had a significant impact on improving the performance in the area being evaluated. Significant improvements have been observed that can be directly or indirectly attributed to EMS implementation. If your installation has experienced this level of improvement please provide additional information in the EMS Experiences section.

[A great deal](#) – The EMS had a vital impact on improving the performance in the area being evaluated. Improvements have been observed that can be directly attributed to EMS implementation and it is highly unlikely that these improvements would have been observed without the EMS. If your installation has experienced this level of improvement please provide additional information in the EMS Experiences section.

AEDB-EQ Reporting Guidance:

Select the response the most closely reflects your installation's observed performance in the selected area. If you answer any area as a "4 – Quite a bit", or "5 – A great deal," please elaborate in the EMS Experiences survey.

Army EMS Reporting Guidance for Fiscal Years 2006-2008

EMS Survey 3 – Survey of EMS Experiences

EMS Benefits/Success: Please provide up to three bullet statements identifying benefits/successes associated with EMS implementation at your facility, including benefits to the mission (e.g., reduced number of off-normal events that disrupt agency schedules or operations; greater interoperability among sites; better relations with host communities, states, and their elected representatives; greater speed and agility in responding to unexpected events; improved ability to write performance based contracts; etc.). Be as specific as possible and indicate if you are willing to be contacted to discuss this benefit/success story.

EMS Best Practices/Lessons Learned: Please provide up to three bullet statements identifying EMS implementation best practices/lessons learned. Be as specific as possible and indicate if you are willing to be contacted to discuss these best practices and lessons learned.

EMS Challenges: Please provide up to three bullet statements identifying barriers to EMS implementation; include plans for resolution where appropriate. Be as specific as possible and indicate if you are willing to be contacted to discuss this challenge story.